

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



<b>Policy Number:</b> 422-04	<b>Effective Date:</b> 3/27/2017
---------------------------------	-------------------------------------

<b>Subject:</b> Off-Duty/Extra Employment
--

<b>Approved by:</b>
---------------------

A handwritten signature in black ink.

<b>Steven D. Hebbe, Chief of Police</b>
---



### **PURPOSE:**

To establish guidelines concerning off-duty or extra-duty employment.

### **POLICY:**

It is the policy of the Farmington Police Department to regulate off-duty employment and provide guidelines for extra-duty employment.

### **PROCEDURE:**

#### **Definitions:**

**Off-Duty Employment:** Any employment that will not require the use, or potential use of law enforcement powers by the off-duty employee.

**Extra-Duty Employment:** Any employment that is conditioned on the actual or potential use of law enforcement powers by the police officer employee.

#### **Off-Duty Employment:**

Department personnel may seek outside employment by following the City of Farmington Personnel Rules, Section 21-9-3, outside employment.

If an employee requests outside employment, the employee shall submit an Outside Employment Authorization Form containing the job description and the significant aspects of the position to the Chief of Police. The request must be approved by the Chief and city manager before the employee begins outside employment.

In order to avoid any impropriety, misinterpretation and/or misrepresentation, Department personnel shall not wear Department issued uniforms or other clothing with Department related insignia during the course of off-duty employment.

### **Extra-Duty Employment:**

An individual or business wishing to hire officers for an extra-duty detail completes the Farmington Police Department Police Protection Request Form and submits it to the Administrative Aide for approval by the Lieutenant of Special Operations. The form contains the information relevant to the extra-duty detail, including the requester's information, the date, time and place of the detail, and a description of the job duties required during the detail. The Lieutenant of Special Operations reviews the form to ensure that all aspects of the detail meet the established eligibility requirements, as follows:

1. The detail is within the Department jurisdictional boundaries;
2. The duties required during the detail do not create a conflict of interest for the Department or the officer, as determined by the Department policy and procedures or Code of Conduct;
3. The duties required during the detail do not create the potential for unnecessary or unreasonable risk to the officer.

Approval of extra-duty employment may be revoked if, at any time, it is determined that any of the eligibility requirements are not being met.

Examples of extra-duty employment duties which may be approved include, but are not limited to:

1. Traffic control and pedestrian safety;
2. Crowd control;
3. Security and protection of life and property.

Once the extra-duty detail has been approved, the form is posted on the overtime board in the Patrol Briefing area for officers to sign up to fill the slots as an overtime assignment. Any eligible officer may place their name on the form for one of the overtime positions. Officers may sign up for extra-duty overtime provided:

1. They have completed their Field Training Program;

2. They are not restricted from extra-duty for failing to report for previous extra-duty assignment, including court;
3. The officer is not on Department suspension or under the Workman's Compensation Act on leave due to illness or injury.

The rate of pay for extra-duty employment is at time and one half of the officers pay. The Administrative Aide is responsible for notifying the City Finance Department of each officer assigned and their pay at time and one half. The Finance Department is responsible for billing the individual or business requesting extended police protection.

Officers who fail to report for an extra-duty assignment are subject to disciplinary action.

Supervisors are responsible for monitoring the eligibility of those employees under their command and verifying the extra-duty time worked and the number of hours submitted on the employee's time sheets.

### **Conduct and Supervision of Personnel Assigned to Extra-Duty:**

Officers volunteering for extra-duty employment should report at the time and location specified on the Protection Request Form. Direction and duty assignment instructions should be obtained from a representative of the contracting party. Officers will obey and follow all Department procedures and policies as well as the Code of Conduct when participating in extra-duty employment. Officers working an extra-duty detail are responsible for completing and submitting any documentation for actions taken during the extra-duty assignment that would be required during regular duties. Officers working extra-duty assignments will notify the on-duty supervisor of any actions taken resulting in a use of force, felony arrest or any incident that would be deemed a significant event.

### **Extra-Duty Work Verification:**

The standard overtime authorization form will be completed and approved by a supervisor before being submitted to the Administrative Aide. Significant aspects of the extra-duty assignment must be noted on the form (arrests, citations, reports, etc.).